



HISTORIC PRESERVATION COMMISSION SPECIAL MEETING AGENDA February 1, 2023

Tom Baker Meeting Room	3:00 p.m.	City-County Office Building
<p>The City of Bismarck encourages citizens to provide their comments via email to planning@bismarcknd.gov. The comments will be sent to the Historic Preservation Commissioners prior to the meeting and included in the minutes of the meeting. To ensure that comments are compiled and forwarded to the Historic Preservation Commission with enough time to review all comments, please submit your comments no later than 12 noon the day of the meeting. Comments should also include which agenda item number or topic your comment references and your name (anonymous</p>		<p>comments will not be forwarded to the Historic Preservations Commissioners or included in the minutes of the meeting). If you would like to appear via video or audio link for a 3-5-minute comment on a public hearing item, please provide your e-mail address and contact information to whutchings@bismarcknd.gov at least one business day before the meeting.</p> <p>As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access 102.5 FM Radio, or stream FreeTV.org and RadioAccess.org</p>
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MINUTES

1. Consider approval of the minutes of the December 21, 2022 meeting of the Bismarck Historic Preservation Commission

PUBLIC COMMENT

2. The public comment period is available for residents and other interested parties to address items on the agenda or any general public input for consideration by the Historic Preservation Commission.



REGULAR AGENDA

3. **Section 106 Review – NDDOT Multi-Use Trail** X
Staff recommendation: *Concurrence with finding of No Historic Properties Affected*
4. **2023 HPF Grant Application** X
Staff recommendation: *Approve*
5. **Update on Historic Timeline and Discussion of Distribution Strategy**

OTHER BUSINESS

6. **Other Business**

ADJOURNMENT

7. **Adjourn:** The next regular meeting date is scheduled for February 15, 2023 at 3:00 PM in the Tom Baker Meeting Room.



MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Kim L. Lee, AICP, Planning Manager

DATE: January 27, 2023

SUBJECT: Section 106 Review Participation | NDDOT Project #: CRP-1-083(144)089

Background:

The City of Bismarck has been notified by North Dakota Department of Transportation (NDDOT) of a proposed project along US Highway 83/State Street programmed for 2023. This project consists of a 10-foot wide asphalt multi-use trail to be installed along the west side of US Highway 83/State Street and tied into curb ramps designed and installed by others. No permanent right-of-way will be needed, and all attempts will be made to avoid the acquisition of temporary right-of-way. The project will be within the existing right-of-way which has been disturbed by previous construction and road grading.

The Historic Preservation Commission's role is to review the proposed project and the opinion provided by NDDOT and provide a recommendation to the State Historic Preservation Office. Participation can also involve providing comments on the identification of historic properties, effects to historic properties, and ways to mitigate or avoid adverse effects to historic properties and districts.

NDDOT is requesting the State Historic Preservation Office's concurrence with a finding of No Historic Properties Affected, which was issued by the SHPO on January 23, 2023.

Staff Recommended Action:

Review the submitted documentation for Section 106 review of the proposed NDDOT to be located along portions of State Street and complete the attached declaration of your findings for the State Historic Preservation Office.

Attachments:

North Dakota Department of Transportation Letter – January 12, 2023
SHPO Concurrence – January 23, 2023
Declaration



January 12, 2023

Mr. Bill Peterson
ND State Historic Preservation Officer
ND Heritage Center
612 East Boulevard Avenue
Bismarck, ND 58505-0830

Attn: Lisa Steckler, Project Review Coordinator

CONSULTATION ON NDDOT PROJECTS, STATE HIGHWAY SYSTEM

We are initiating consultation on the following Project. This letter is intended to give you information on the proposed Project and how we intend to proceed to meet our responsibilities under Section 106 of the National Historic Preservation Act of 1966 (as revised 1992). Further, it is intended to solicit your views pursuant to Section 102(2) (D) (IV) of the National Environmental Policy Act of 1969. We would appreciate your comment on the Project and our planned cultural resource work, and discussion of any concerns you may have regarding historic properties which may be affected by the Project.

NDDOT Project #: CRP-1-083(144)089 **PCN:** 23733
Legal Location: Burleigh County T139N R80W Section: 21

Project Type: Roadside Improvements-Multi Use Trail

Purpose and Need: The City of Bismarck recently completed construction of 43rd Ave NE complete with shared use paths. Along the west side of US HWY 83, between Calgary Ave and 43rd Ave., there is currently a roughly half-mile gap in that trail network. There has been a public call to complete this segment of the network, connecting it from 43rd Ave south to the Capitol grounds. This gap in the network is causing a safety issue, as people often walk through the ditch along this high-speed roadway. Projects occurring in 2023 will be installing the curb ramps for both the north and south ends of the trail. NDDOT standards will be followed when designing the trail, as well as AASHTO's "Guide for the Planning, Design, and Operation of Pedestrian Facilities" and "Guide for the Development of Bicycle Facilities."

Project Description: A 10 ft wide asphalt multi-use trail will be installed from Calgary Ave. to 43rd Ave along the west side of US HWY 83 and tied into curb ramps designed and installed by others. No permanent ROW will be needed, and all attempts will be made to avoid the acquisition of temporary ROW. Existing drainage will be maintained throughout the corridor, which may require the addition of underground storm drains and catch basins.

APE: The APE is the footprint of the Project including any temporary construction easements.

APE Justification: All Project effects will be within the existing ROW which has been disturbed by previous construction and road grading.

Proposed Cultural Resource Work: No further work needed.

Justification: The Project area has been excavated out, filled, and contoured for drainage. Hence, any construction activities would take place in previously disturbed soils. As a result, there is little chance intact archeological remains would be encountered.

NDDOT *Standard Specifications for Road and Bridge Construction* Section (107.06: DISCOVERIES) states: If the Contractor encounters one or more items in the following list anywhere the Contractor performs work, the Contractor shall immediately suspend the work and notify the Engineer of: Prehistoric dwelling sites; Human remains; Concentrated historic or prehistoric artifacts; or Vertebrate, invertebrate, plant and trace fossils. If encountering one or more of the above, then protect the location from further disturbance.

Other Consulting Parties: The TCC is consulted on all NDDOT projects.

Plan for Public Involvement: This project is being processed under a CED, so no Master SOVs were sent. Since Moore Engineering is working closely with the City of Bismarck on design, the City requested that no SOV be sent to them. A public meeting is planned for Spring 2023.

We are requesting concurrence with a finding of *No Historic Properties Affected* for the proposed Project. If you need more information, please contact me.

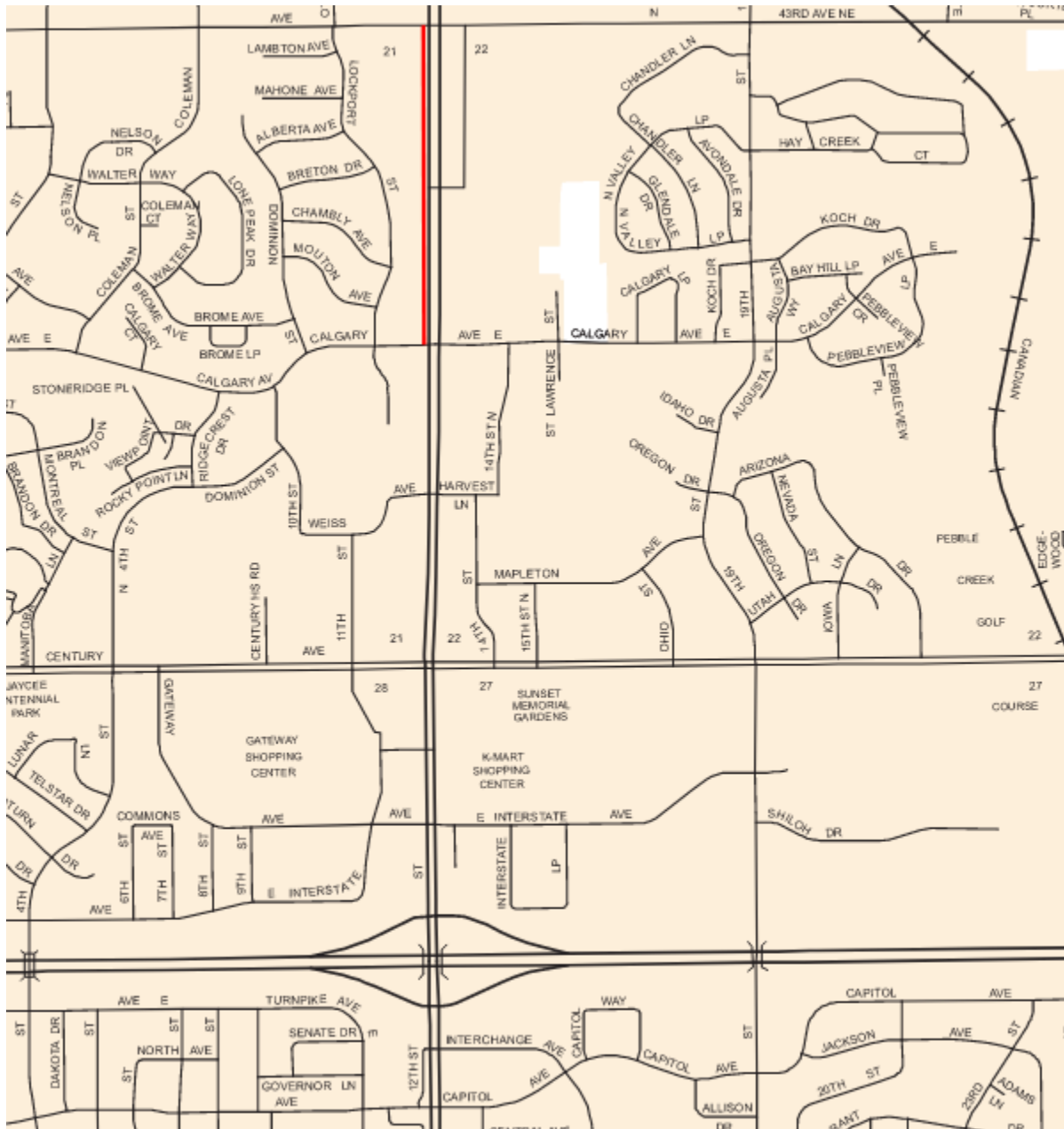
Sincerely,

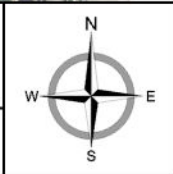
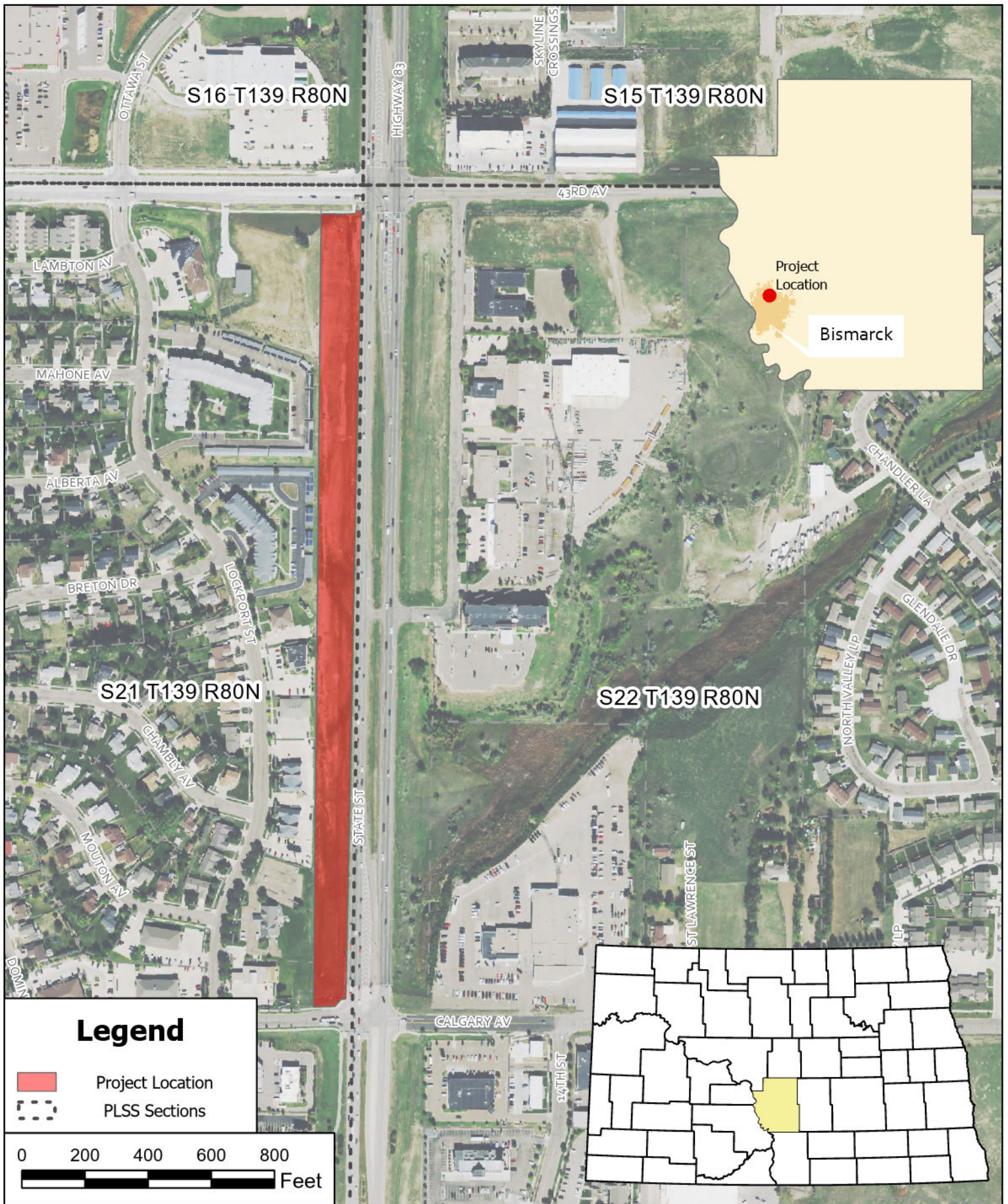


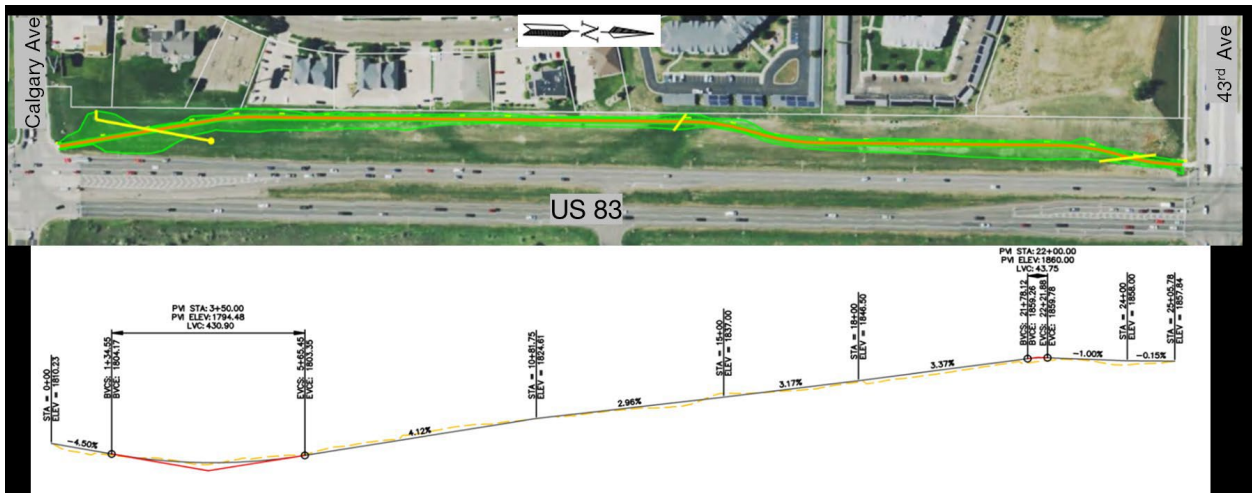
Paul A. Demers, M.S., Ph.D., RPA
Archaeologist II, NDDOT-ETS(CRS)

Map Attachments

Project No. CRP-1-083(144)089; PCN 23671
Shared Use Trail – US 83 – Bismarck









January 23, 2023

Paul Demers
ND Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

ND SHPO Ref.: 23-5314 NDDOT Project #: CRP-1-083(144)089 PCN: 23733 Roadside Improvements-Multi Use Trail in portions of [T139N R80W Section: 21], Burleigh County, North Dakota

Dear Paul,

We reviewed ND SHPO Ref.: 23-5314 NDDOT Project #: CRP-1-083(144)089 PCN: 23733 Roadside Improvements-Multi Use Trail in portions of [T139N R80W Section: 21], Burleigh County, North Dakota and we concur with a determination of "No Historic Properties Affected" for this project provided it takes place in the location and in the manner described in the documentation and provided all borrow comes from an approved source.

Thank you for the opportunity to review this project. Please include the ND SHPO Reference number listed above in further correspondence for this specific project. If you have any questions please contact Lisa Steckler, Historic Preservation Specialist at (701) 328-3577 or lsteckler@nd.gov

Sincerely,

for William D. Peterson, PhD
State Historic Preservation Officer
(North Dakota)

23-5314



DECLARATION

The Bismarck Historic Commission on behalf of the City of Bismarck has been advised of the NDDOT Project # CRP-1-083(144)089/PCN 2373 in Section 21, T139N-R80W consisting of a 10-foot wide multi-use trail along the west side of US Highway 83 from Calgary Avenue to 43rd Avenue NE as noted in the review request dated January 12, 2023 and hereby AGREE with the determination of No Historic Properties Affected.

Amy Sakariassen, Chair
Bismarck Historic Preservation Commission

Dated: _____

Additional Comments:



MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Kim L. Lee, AICP, Planning Manager

DATE: January 27, 2023

SUBJECT: Historic Preservation Fund Grant Application

Background:

Over the past few months, the Historic Preservation Commission discussed several potential 2023 Historic Preservation Fund (HPF) grant project activities. At your November 2022 meeting you reviewed and prioritized a list of four potential HPF grant projects.

The State Historic Preservation Office has released the application for fiscal year 2023 HPF grant applications. Applications are due February 17, 2023 and must be reviewed by the City's administrative grant review committee and approved by the City Commission prior to submittal.

The anticipated amount of funding available as pass-through funding for Certified Local Governments (CLGs) for Fiscal Year 2023 is approximately \$82,000 and will be awarded through a competitive grant process. This funding application is only eligible to the eight CLGs in North Dakota.

The draft application is attached for your review and approval. The grant requires that an administrative budget is listed as Priority 1. This administrative budget documents staff donated labor only outside of project administration.

Staff Recommendation:

Review and approve the City of Bismarck's 2023 Historic Preservation Fund grant application.

Attachments:

Draft 2023 HPF Grant Application

HISTORIC PRESERVATION FUND GRANT APPLICATION FORM

CLG NAME: **City of Bismarck**
MAILING ADDRESS: **P.O. Box 5503**
CITY, STATE, ZIP: **Bismarck, ND 58506-5503**
CONTACT PERSON: **Kim L. Lee**
TITLE: **Planning Manager**
PHONE: **701-355-1846** E-MAIL: klee@bismarcknd.gov
ADDRESS: **221 North 5th Street, Bismarck, ND 58501**

PROJECT PERIOD

Start Date: **March 1, 2023** End Date: **February 29, 2024**

PROJECTS

Project 1: **Administrative Budget**
Project 2: **Historic District Street Light Banners**
Project 3: **Highland Acres Historic District Walking/Driving Tour Maps**
Project 4: **Conference Attendance and Training**

FEDERAL FUNDS and MATCHING SHARE:

FEDERAL FUNDS	\$24,300
MATCHING SHARE	\$16,896
TOTAL PROJECT COST	\$ 41,196

I certify that I understand the terms and conditions relating to the use of HPF grant funds. I understand that I may not proceed with any project work for which reimbursement is expected until I receive written notification from the State Historical Society of North Dakota that the project has been approved. I also certify that the organization I represent has sufficient resources to satisfy the proposed matching share.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

2023 HPF Grant Application Comprehensive Budget

Project 1:

Administrative Budget	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Administrative Salary and Benefits	1	\$5,696	\$0	\$5,696	\$5,696
Total:			\$0	\$5,696	\$5,696

Project 2:

Historic District Street Light Banners	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Banners with Historic Images or Logos	80	\$150	\$12,000	\$0	\$12,000
Light Pole Banner Hanging Kits (1 banner/pole kit)	20	\$150	\$1,800	\$1,200	\$3,000
Installation	80	\$75	\$0	\$6,000	\$6,000
Design and Media Rights	1	\$1,000	\$1,000	\$0	\$1,000
Total:			\$14,800	\$7,200	\$22,000

Project 3:

Highland Acres Historic District Walking/Driving Tour Maps	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
Design and Printing of 3,000 Maps	1	\$1,000	\$1,000	\$0	\$1,000
Content Development	1	\$1,000	\$1,000	\$0	\$1,000
HPC Donated Labor		\$1,000	\$0	\$1,000	\$1,000
Total:			\$2,000	\$1,000	\$3,000

Project 4:

Conference Attendance and Training	Qty	Each	HPF Request	Match Amount (Donated Labor)	Project Total
NAPC Membership	2	150	\$300	\$0	\$300
Conference Attendance (3 HPC Members)	3	\$2,500	\$7,500	\$0	\$7,500
HPC & Staff Donated Labor		\$3,000	\$0	\$3,000	\$3,000
Total:			\$7,500	\$3,000	\$10,500

BUDGET SUMMARY

FEDERAL FUNDS	\$24,300
MATCHING SHARE	\$16,896
TOTAL PROJECT COST	\$41,196

Priority 1: Administrative Budget

NARRATIVE

Administrative support for the Bismarck Historic Preservation Commission is provided by a planner within the Planning Division of the City's Community Development Department. This position is currently vacant and the City is in the process of filling the vacancy. In the absence of an assigned staff person, the duties of staff coordinator for the Historic Preservation Commission are being split between Planning Manager Kim Lee and Community Development Director Ben Ehreth. The coordinator's typical Historic Preservation Commission duties include:

- Preparation of Historic Preservation Commission meeting packets
- Staffing Commission meetings
- Organizing work tasks and tracking associated donated labor
- Developing and/or administering Historic Preservation Commission work products
- Identification of future Historic Preservation Commission initiatives
- Coordination between citizens, historic preservation professionals/cultural resource firms, the Historic Preservation Commission and other City of Bismarck staff, boards and commissions on matters related to historic preservation
- Supervision of subcontractors and oversight/review of subcontracted projects
- Applicable grant administration, record keeping, and reporting in accordance with local, state and federal requirements
- Maintenance of applicable records pertaining to current activities of the Historic Preservation Commission and potential historically significant local events

PRODUCTS

TIME LINE (for submittal of products to the State)

Monthly reports	Last day of the month
Expense and match reports	Throughout the grant cycle
Final report	November 1, 2024
Historic Preservation Commission meeting minutes	Within 30 days after the meeting
Agendas	5 days before meeting

ADMINISTRATIVE BUDGET

	MATCH	HPF FUNDS	TOTAL
Coordinator's Salary and Benefits (see breakdown on next page)	\$ 5,696.00	\$0	\$ 5,696.00
TOTAL	\$ 5,696.00	\$0	\$ 5,696.00

Budget Notes:

Coordinator: As the position is currently vacant, we are using the previous coordinator's 2022 annual salary and fringe/benefit calculations as follows:

Salary	\$75,978.76	per year
FICA/Medicare	\$5,812.38	per year
Health and Life Insurance	\$8,958.84	per year
Pension	\$7,901.79	per year
Workers Comp	\$70.53	per year
Disability	\$227.94	per year
Sick Leave	96 hours	per year
Annual Leave	120 hours	per year
Discretionary Leave	40 hours	per year

The coordinator's benefit and salary cost per hour is estimated at \$54.25.

The Bismarck Historic Preservation Commission coordinator's grant cycle salary for submitted grant related activities are as follows:

	GRANT CYCLE EVENTS	HOURS	TOTAL SALARY & BENEFIT COST / HOUR*	SUBTOTAL
Monthly Reporting	12	1	\$54.25	\$651.00
Reimbursement Processing	1	3	\$54.25	\$162.75
Project Administration	12	3	\$54.25	\$1,953.00
HPC Agenda Packet Prep	12	3	\$54.25	\$1,953.00
HPC Meeting & Discussion	12	1.5	\$54.25	\$976.50
			TOTAL	\$5,696.25

***Administrative Budget Note - Historic Preservation Commission, other staff and volunteers:** The Bismarck Historic Preservation Commission is anticipated to provide reviews of subcontracted work products. Since the amount of donated time each professional member may provide is unknown, estimates are not included in this grant application. Other City of Bismarck staff, including the City Attorney, Community Development Director, Planning Manager and Administrative Assistant donated labor is also tracked.

Priority 2: Historic District Street Light Banners

The City of Bismarck is seeking project funding assistance to create and hang streetlight banners that promotes Bismarck history in all three of Bismarck's Historic Districts.

NARRATIVE

Grant funds are sought to assist with associated costs to create and hang banners on streetlights in key locations in each of the community's three historic districts to identify the districts, foster civic pride in the past, and promote the City's historic places. The banners would feature historic imagery, content and/or historic district logos and would be made of a high-quality canvas material and would remain in place until they have deteriorated beyond repair. The estimated life of the banners is over 10 years.

As the North Dakota State Capital, Bismarck and its residents take pride in its appearance. Streetlight banners contribute to the community's appearance and placemaking to further reinforce community and civic pride. Utilizing streetlight banners to promote local history will align with existing Bismarck practices and traditions. Festive banners, on a seasonal rotation, have been hung on pedestrian light poles within the core of downtown for decades and provide an attractive and coherent experience for all visitors, residents, and workers in the downtown area. Those banners play a vital role in shaping the identity of the city and reinforce the cultural heart of the city. Recently, the City has permitted the University of Mary, Bismarck State College, Bismarck Public Schools and Light of Christ (private) schools to place school specific banners on streetlights to reinforce civic and school pride and promote the long-standing establishment of these organizations. Streetlight banners were also used to promote Bismarck's Sesquicentennial in 2022.

The proposed project would hang a total of 80 banners on streetlight poles, with 20 banners being placed in the Downtown Historic District in areas that would complement the banners already in place (20" x 40" banners - two banners per pole), 25 being placed in the Cathedral Historic District (28" x 60" banners - one banner per pole), and 35 being placed in the Highland Acres Historic District (28" x 60" – one banner per pole). A concerted effort will be made to place the banners in locations and manners that ensure they will be visible to pedestrian and vehicular traffic.

Specialty mounting hardware is necessary to mount banners on streetlight poles. The City of Bismarck utilizes several standardized types of poles depending on the location, purpose (vehicle street vs pedestrian path lighting) and the age of installation. Different mounting hardware for each different pole will need to be procured and installed depending on the identified location. It is anticipated that the mounting hardware purchased for the Sesquicentennial banners can be used, but additional kits may be needed to replace damaged mounting kits. Staff will work with the City of Bismarck Public Works and Engineering Departments to ensure that the banners and hardware are installed in permissible locations and will not interfere with vehicle or pedestrian traffic. Since the banners will be installed on public utility poles within the public right-of-way, the hardware mounting kit and banners must be installed by a licensed professional such as an electrician that is approved by the City. Additional permission may be needed from the North Dakota Department of Transportation for banners located on poles along state highway routes.

To keep production costs low, the banners will be printed on a colored, fade resistant and long-lasting canvas material and will utilize a limited number of different colored inks.

Designs for the banners have not been established at this time. The Bismarck Historic Preservation Commission and City of Bismarck staff will coordinate the procurement of design services and any necessary imagery to be used on the banners. The following renderings depict examples of the proposed streetlight banners.

The City of Bismarck will investigate all options for procurement. Contracting with one company to complete the entire project including banner design, print production, hardware mounting and installation is preferential. Alternatively, if no qualified company is identified, City staff will provide project management and coordinate with any necessary consultants.

PRODUCTS

- 80 Fade-Resistant Canvas or High-Quality Fabric Custom Printed and Designed Banners
- 20 Pole Mounting Hardware Kits (if needed, reuse of existing kits is being pursued)
- 70 Identified locations for Banner Installations
- 80 Banner Installation
- Associated Custom Design
- Historic Image Procurement

TIME LINE

Request for Proposals/Quotes.....April 2023

Contractor and Consultant Selection or Independent Element Contractors Procurement.....May 2023

Banner Content Creation and Approval by HPC.....August 2023

Mounting Hardware and Printed Banners Installed.....October 2023

BUDGET

	MATCH	HPF FUNDS	TOTAL
80 Banners with Historic Images or Logos	\$0	\$12,000	\$12,000
20 Light Pole Banner Hanging Kits (1 banner/pole kit)	\$1,200	\$1,800	\$3,000
Installation	\$6,000	\$0	\$6,000
Design and Media Rights	\$0	\$1,000	\$1,000
TOTAL	\$5,200	\$16,800	\$22,000

Cost estimates were obtained from contacting four banner production companies, mounting hardware supplies local installers and past design project costs involving obtaining media content with reproduction fee costs. A wide variety of price ranges was noted so an average of all quotes was used to establish the requested grant funding with a 10% contingency added. City staff and the Historic Preservation Commission will provide donated labor as a match.

Priority 3: Highland Acres Historic District Walking/Driving Tour Maps

The City of Bismarck is seeking project funding assistance to print paper walking/driving tour maps for the Highland Acres Historic District.

NARRATIVE

Historic Neighborhood Walking Tour maps were developed and printed for the Downtown and Cathedral Historic Districts as part of the City of Bismarck's Sesquicentennial celebration of the City's founding. With the designation of the Highland Acres Historic District in 2022, a Historic Neighborhood Walking/Driving Tour Map is needed for Bismarck's newest Historic Neighborhood. Bismarck's Historic Preservation Commissions goal is to develop resources that will support and provide avenues that encourage self-exploration of our history and heritage by adding this new historic walking/driving map to the collection.

The maps would provide self-guided options for a guest to experience the history of the City's newest historic district on the National Park Service's National Register of Historic Places in Bismarck.

The content for these printed maps would be developed by hiring a historian to research, develop and write narratives. The maps would be designed and printed from a commercial printing company.

Distribution of the maps would be through the North Dakota State Tourism Office to be placed in rest areas, and through the Bismarck-Mandan Convention and Visitors Center. Distribution locations will also include hotel/motels, local businesses and other historic sites around the area.

Identification, recognition and interpretation of properties and districts of historic significance will further North Dakotan's awareness of our unique history and lead to a greater respect of the places associated with that history. Researching and honoring historic places helps to promote knowledge and understanding of the City's heritage, our historic properties, and the past endeavors of our residents. Completing this project will help promote cultural stability, stimulate tourism, and safeguard the heritage of the city.

The City of Bismarck recently completed a 2019 update of its Strategic Plan. Our Vision states: "Bismarck is a preferred destination for people who enjoy living, learning, working, and playing in a city with an enduring community pride. We embrace our rich heritage, economic opportunity, and lifelong learning to cultivate a healthy and sustainable environment fostering opportunity for all." Identifying spaces in our community that have historic distinction is in-keeping with our Vision that embraces the City's rich heritage. Identification, interpretation and encouragement of exploration will further promote community pride of our unique and historic places.

The Historic Preservation Commission is in the process of developing a Historic Preservation Plan. One goal identified in the draft plan is to "promote the knowledge and understanding of the City's heritage, its historic properties and the past endeavors of its residents" which includes objective to "create brochures and digital media of historic districts and buildings." This additional printed walking/driving map will bolster the goals and purpose of the Historic Preservation Commission.

PRODUCTS

3000 Printed Maps
Map Researched Content
Map Design

TIME LINE

Request for Proposals/Quotes.....April 2023
Contractor and Consultant Selection.....May 2023
Content Creation and Approved by HPC.....August 2023
Printed Signs Delivered.....September 2023

BUDGET

	MATCH	HPF FUNDS	TOTAL
Design and Printing of Maps	\$ 0	\$1,000	\$1,000
Content Development	\$ 0	\$ 1,000	\$1,000
HPC Donated Labor	\$1,000	\$ 0	\$1,000
TOTAL	\$1,000	\$2,000	\$3,000

Cost estimates were obtained from contacting three local-based print and design shops. The lower cost quote provided has been used to establish the requested grant funding with a 25% contingency added. Hourly estimates for a historian to produce content were based on research conducted with local historians who have produced live walking tours and the US Bureau of Labor Statistics wage estimates for a historian in North Dakota. The number of hours to research and compile the content is estimated to be 10 hours for each brochure. These estimates include an additional 25% contingency.

City staff and the Historic Preservation Commission will provide donated labor as a match.

Priority 4: Conference Attendance and Training

The Bismarck Historic Preservation Commission was established on January 8, 2019 and the City of Bismarck was granted Certified Local Government status by the National Park Service on April 29, 2019. The establishment of the Historic Preservation Commission has been a significant accomplishment for the City of Bismarck and has established the groundwork for future efforts to ensure preservation of historic resources within the community. As the Commission and City staff continue to gain understanding of the roles and responsibilities of a historic preservation commission, they continue to have a desire to garner educational opportunities from peer leaders and communities across the nation.

The Historic Preservation Commission is seeking grant funding assistance for two (2) Commissioners and the staff coordinator to attend the National Alliance of Historic Preservation Commission's (NAPC) biennial Forum in July 2024. The website for this event states: "NAPC's FORUM is the only national conference focused on the issues facing local historic preservation boards and commissions. Held on a biennial basis, FORUM includes dozens of educational sessions and discussion panels, mobile workshops and tours, and five days of non-stop networking for commission staff and volunteers representing local, state and national organizations and government agencies." (See: <https://napcommissions.org/forum/>)

Attendance at the NAPC Forum will help the Historic Preservation Commission and staff further advance the purpose, powers and duties established during the formation of the Commission. Additionally, the Historic Preservation Commission is in the process of developing an Historic Preservation Plan. One of the goals identified in the draft plan is to: "Develop and maintain the capacity and excellence of the Historic Preservation Commission." Further, an objective in support of this goal is to: "Participate in ongoing training opportunities." The NAPC Forum aligns with these identified strategies to ensure the effectiveness of the Commission and historic preservation efforts.

The proposed budget includes two years of annual membership to NAPC for the Historic Preservation Commission. The membership will reduce overall registration costs and provide on-going access to additional NAPC resources.

The Bismarck Historic Preservation Commission and the staff coordinator will provide part of its grant match through attendance at the conference, regular meetings and Commission activities.

PRODUCTS

- NAPC membership for two years (2023 and 2024)
- Attendance at the 2024 NAPC Forum
- Presentation at a subsequent Historic Preservation Commission meeting
- Knowledge that can be shared with others through the work of the Commission

TIMELINE

Airfare, Hotel and Conference Registration.....	March 2024
Conference Attendance.....	July 2024
Post Conference Report.....	August 2024

BUDGET

	MATCH	HPF FUNDS	TOTAL
NAPC Membership (2023 & 2024)	\$0	\$300	\$300
Conference Attendance (3)	\$0	\$7,500	\$7,500
HPC & Staff Donated Labor	\$3,000	\$0	\$3,000
TOTAL	\$3,000	\$7,800	\$10,500

This budget includes airfare, lodging for six (6) nights, conference registration for two attendees, and per diem rates for six (6) days. The estimates for per diem and lodging are based on 2023 federal per diem rates for the conference location.

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
December 21, 2022**

The Bismarck Historic Preservation Commission met on Wednesday, December 21, 2022 at 3:00 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. The meeting was held in person and via Zoom. Chair Sakariassen presided.

Commissioners present were Blake Dinkins, Calvin Grinnell, Tory Jackson, Beth Nodland, Amy Sakariassen and Mark Splonskowski.

Commissioner Walt Bailey was not present.

Staff members present were Sandra Bogaczyk – Office Assistant II, Ben Ehreth – Community Development Director and Stephanie Pretzer – Assistant City Attorney.

Guests present were Lorna Meidinger (North Dakota State Historic Preservation Office - SHPO) and Amy Munson (State Historical Society of North Dakota – SHSND).

MINUTES

Chair Sakariassen called for consideration of the minutes of the November 16, 2022 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Jackson to approve the minutes of the November 16, 2022 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Nodland and with Commissioners Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

There being no public input Chair Sakariassen resumed the meeting.

**STATE HISTORICAL SOCIETY OF NORTH DAKOTA HISTORIC PRESERVATION FUND
DEVELOPMENT GRANT PROGRAM APPLICATIONS – PROJECT REVIEW.
HOSKINS-MEYER BUILDING – 200 NORTH 4TH STREET**

Mr. Ehreth stated that this discussion is a continuation from the November 16, 2022 Historic Preservation Commission meeting regarding the State Historical Society of North Dakota (SHSND) requesting Bismarck Historic Preservation Commission review and comment on a Historic Preservation Fund (HPF) subgrant for the Hoskins-Meyer Building at 200 North 4th Street.

There was discussion about the façade and history of the KFJR Building and to which historical date the applicant would be restoring the façade to. This discussion included clarification from Ms. Meidinger about the State Historic Preservation Office requirements for choosing a historic date, known as a period of significance between 1872 and 1951, from

which the building plan would originate. Commissioners reached a consensus voicing concerns that since no timeline was submitted that the project might be completed in phases and a non-desirable hybrid building might be created.

Ms. Meidinger stated that building plans must be reviewed by her office and that her office operates in good faith and recognized Commissioners' concerns.

Chair Sakariassen stated that the Historic Preservation Commission does not want to concur to the declaration's findings due to legitimate concerns and a desire to establish a relationship with the applicant.

Ms. Meidinger asked Commissioners to document their concerns in order to convey to her office and make formal requests, noting that the ultimate decision is made by the Park Service.

There was a consensus that Commissioners did not want to delay the project and were glad that the building was being restored and stated their appreciation to the applicant.

Mr. Ehreth stated that the declaration could offer a third option revealing the unknown aspects of this project and Commissioners' concerns.

Commissioners collectively submitted the following list of concerns and requests:

1. More detailed information about each phase or phase concept with elaboration.
2. Plans/drawings/specs for phasing submitted.
3. Select preservation/restoration or rehabilitation and detail known parameters of the project.
4. What are the end goals, materials and plan for each building story.
5. Concern centers around the possibility of the building becoming a hybrid of periods.

Mr. Ehreth stated that in summary he noted Commissioners' concerns due to a lack of documentation and suggested that staff could create an initial draft. Mr. Dinkins added that he would support a staff member meeting with one Commissioner to draft concerns.

MOTION: A motion was made by Commissioner Dinkins to approve drafting a letter of concerns developed by staff and approved by Chair Sakariassen. The motion was seconded by Commissioner Nodland and with Commissioners Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved.

SANDAKER RESIDENCE – 1023 WEST HIGHLAND ACRES ROAD

MOTION: A motion was made by Commissioner Nodland to approve changing the wording of the Declaration from using "will or will not have an adverse impact" to "with concurrence" for the property at 1023 West Highland Acres Road. The motion

was seconded by Commissioner Splonskowski and with Commissioners Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved.

UPDATE ON HISTORIC TIMELINE AND DISCUSSION OF DISTRIBUTION STRATEGY

Mr. Jackson updated Commissioners on the date to pick up the timelines from the printers.

There was discussion about where the timelines should be available to the public.

There was discussion about listing individuals who should get their own copy for their donated time working on the project along with organizations which would work directly with the timeline including other North Dakota Historic Preservation Commissions. Mr. Ehreth stated that he would check with the City Librarian about assisting with distribution.

Ms. Nodland suggested organizing a timeline launch party and press release. Commissioners suggested specific individuals and organizations to be invited personally.

Ms. Nodland suggested that protocols for new submissions be established beforehand.

Ms. Nodland volunteered to draft the press release and bring cost estimates and a suggested event date to the next meeting for review.

Mr. Ehreth stated that he will put Ms. Nodland in touch with the City's Communication Strategist and would supply the City's media, Sesquicentennial and non-profit press lists.

OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:26 p.m. to meet again on January 18, 2023 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Sandra Bogaczyk
Recording Secretary

APPROVED:

Amy Sakariassen, Chair